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MEMO

from

Sir George Williams University

Library

VOL. 1 NO. 4 SEPTEMBER 1965

FROM THE LIBRARIAN'S OFFICE

Alterations to the library have been completed in preparation for the new university year. In brief, they are as follows: the card catalogue area has been enlarged to accommodate more people, and more catalogue cabinets; the Reference Room has been partitioned off with entrances from the main reading room and the card catalogue area; the partition has been removed from the Ross Room making the whole area available for public service. These changes, along with the growth of the collection and development of services, have brought with them changes in organization.

Mrs. Monica Czanyo has been appointed Serials Librarian in the Technical Services Division, in which position she is responsible for supervising the records of all serials received by the library, the preparation of new subscription information in consultation with faculty and library staff members, checking subscription renewals, and the binding of periodicals. She has a major responsibility in gathering information about back runs of journals which are needed for the collection. With the rapid growth of the collection, this is an important area of responsibility.

Miss Olga Gil has been appointed Documents Librarian, in which position she will be responsible for the organization and supervision of the collections housed in the recently altered Ross Room. Current issues of periodicals are on display in the front of the room, and selected government documents including current Canadian and British Debates, the U.S. Congressional Record, the Quebec Gazette and publications of the Dominion Bureau of Statistics are shelved at the rear. Cabinets containing the phonorecords are also at the rear of the room, and most of our microform collection along with a microfilm and microcard reader are in the small room on the right.

The control desk at the entrance to the room will be staffed by full time members of the Reference Department - Mrs. Jennie Brown, Miss Isabel Blades, Miss Julie Carington-Smith, and Miss Joyce Stirling. Coverage of this room by full time staff members under the direction of Miss Gil should enable us to provide improved service to both faculty and students.

Enrolment for 1965/66 - final figures will be released shortly when registration is complete. To give new staff members an idea of what to expect, the registration for last year - 1964/65 - was 3,950 full time day students, 8,479 part time evening students.

ACQUISITION NOTES

During July, the postal strike seriously hampered the work of the Acquisitions Department. However, the following statistics have been submitted:

	Orders Placed	Items Received		
		Purchased	Gifts	Total
June	676	442	553	995
July	719	811	443	1,254
August	1,735	754	466	1,220

At the end of August, $22,394.00 of the book budget has been spent and $38,945.00 committed.

CATALOGUING NOTES

The Cataloguing staff has compiled this report for the summer months:

	June	July	August
Titles			
New	933	1,266	1,202
Reclassified	146	286	268
Volumes			
New	1,212	1,724	1,646
Reclassified	247	664	679

The collection at the end of August:

LC	17,442 titles	30,935 volumes
Dewey	35,770 titles	49,246 volumes
	53,212 titles	80,181 volumes

CIRCULATION OF LIBRARY MATERIALS

During the summer months, circulation of library materials was at its lowest point for the year. The brief increase experienced in the June-July period was due to the Summer School program. A sharp decline may be noted in the August figures, coinciding with the end of Summer School. The cumulative total for the current fiscal year has now reached 11,341 items circulated.

	June	July	August
General Collection	2,549	3,129	1,181
Reserve Collection	718	1,070	297
Periodicals	184	510	206
Records			5
Total Circulation of All Materials	3,920	5,478	1,943

REFERENCE NOTES

The Reference Department noted a general decline in the volume of inquiries during the June-August period.

	June	July	August
Reference Inquiries	204	142	98
Catalogue Inquiries	91	29	20
Selection Slips Checked	1,895	613	488
Interlibrary Loans	37	17	38

APPOINTMENTS

The following staff members were appointed to the library staff over the summer months:

Christiana Alexander, clerk typist, Acquisitions Department.

Mrs. Rebecca Barlot, processing clerk.

Mrs. Margo Button, cataloguing clerk 1.

Julie Carington-Smith, sub-professional, Reference Department.

Mrs. Eleanor Crawford, clerk typist, Cataloguing Department.

Mrs. Nelly du Mez, clerk typist, Acquisitions Department.

Tove Engebretsen, clerk typist, Cataloguing Department.

Myra Goldhar, cataloguer.

Marilyn Loken, sub-professional, Cataloguing Department.

Mrs. Jane Metcalfe, circulation clerk 2.

Michael Newman, stack attendant.

Mrs. Lily Ofiesh, senior circulation clerk, replacing Miss Patricia Salmon.

Marguerite Page, circulation clerk.

Joan Smedley, clerk typist, Cataloguing Department.

Mrs. Carol Tasgal, processing clerk.

Lynda Warner, processing clerk.

Dorothy Wylie, reference librarian.

DEPARTURES

Nerissa Bissessar, circulation clerk, has joined the teaching profession at Blind River, Ontario.

Mrs. Nelly du Mez, has resigned from the Acquisitions staff to take up residence in Toronto.

Violet Michaels, processing clerk, has retired from the library staff.

Patricia Saull, clerk typist in Circulation, has left for Spain where she will study Spanish and tour points of interest for three months.

Stanley Shaffer, stack attendant, will continue his studies at SGWU on a full time basis.

Mrs. Carol Tasgal has moved to Cleveland, Ohio.

Mrs. Sukufe Yalcin, acquisitions clerk, has left Canada to live in Turkey.

SPECIAL NOTE

Patricia Salmon, senior clerk in the Circulation Department, was honored on August 20 prior to her departure from the library staff. Her aptitudes and experience have been a most valuable asset to the library for the past three years.

Miss Salmon will undertake the M.A. program in English literature during the next term and will serve as a part-time lecturer with the English Department. To coincide with her future plans, fellow staff members presented her with a much-desired volume of the Shorter Oxford English Dictionary. We take this opportunity to wish Pat great success.

Readers of MEMO are invited to submit material they feel may be of interest to Miss Carol Calder, Library Circulation Department.